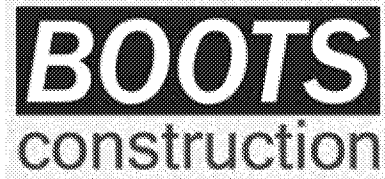
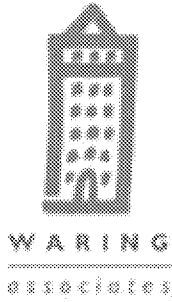


EPA OAC MEETING AGENDA

PREPARED BY:	Seth Rhea
LOCATION:	1595 Wynkoop, Bitter Root Conf. Room
CONFERENCE CALL INFO:	Ex. 6 Personal Privacy (PP)
MEETING DATE:	01/11/18
NEXT MEETING:	01/18/18

PROJECT TEAM ATTENDEES

NAME	COMPANY	PHONE	EMAIL	PRESENT
Seth Rhea Project Manager	Waring	858-692-4946	seth@waringoffice.com	√
Mark Pearce Lease Contracting Officer	GSA		Mark.pearce@gsa.gov	√
Jeffrey McCaffrey Leasing Service Center Div	GSA	720-413-7203	Jeffrey.mccaffrey@gsa.gov	√
Charlie Petersen	GSA		Charles.petersen@gsa.gov	√
Chad Bartlett Project Manager	Boots Construction	303-721-5806	cbartlett@bootsconstruction.com	√
Richard Abeyta Superintendent	Boots Construction	720-933-4955	rabeysa@bootsconstruction.com	√
Jessica Butts	Colliers International	303-352-0224	Jessica.butts@colliers.com	√
Allen Buckmeier	Colliers International		Allen.Buckmeier@colliers.com	√
Tami Anderson Move Management	Buehler	303-667-7438	tami@buehlercompanies.com	√
Mike Shanahan	EPA		Shanahan.mike@epa.gov	√
Eddie Sierra	EPA	303-312-6404	Sierra.eddie@epa.gov	
Bruce Riddle	EPA		Riddle.bruce@epa.gov	
Jeff Campbell	EPA		Campbell.jeff@epa.gov	√
Vernon Jackson	EPA		Jackson.vernon@epa.gov	
Elizabeth Yo	EPA		Yo.elizabeth@epa.gov	√
Raynaldo Daniels	EPA		Daniels.raynaldo@epa.gov	√
William Ridge	EPA		Ridge.william@epa.gov	√
Matt Duran	EPA		Durrans.matt@epa.gov	
Judy Bloom	EPA		Bloom.judy@epa.gov	
Matthew Hogue	EPA		Hogue.matthew@epa.gov	
Grace Doris	EPA		Doris.grace@epa.gov	√
Craig Greenwell	EPA		Greenwell.craig@epa.gov	√



EPA OAC MEETING AGENDA

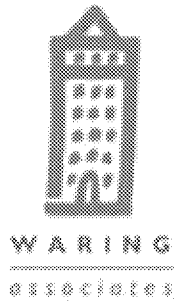
Thad Grogan	EPA		Thad.grogan1@hq.dhs.gov	√
Mike Ryan	EPA		Michael.a.ryan@hq.dhs.gov	
Daniel McQueen	EPA		Daniel.mcqueen@hq.dhs.gov	

PROJECT CRITICAL DATES

TASK	START	COMPLETION	STATUS	COMMENTS
50% CDs Due	06/01/17	07/06/17	Complete	
50% CD Review Comments	07/06/17	08/03/17	Complete	
95% CDs Due	08/03/17	09/15/17	Complete	
95% CD Review Comments	09/15/17	10/06/17	Complete	
100% CDs Due	10/06/17	11/10/17	Complete	
100% CD Review/Approval	11/13/17	11/27/17	Complete	
Permitting	10/15/17	01/12/18	In Progress	
TI and BSAC Pricing Construction Schedule	11/13/17	12/06/17	Complete	
NTP	12/07/17	01/04/18	Complete	
Construction	12/28/17	12/28/18	In Progress	
Punch List	12/28/18	12/28/18		Will happen at each phase
Turnover/Completion	12/28/18	12/28/18		Will happen at each phase

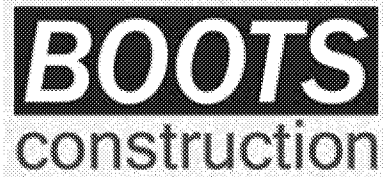
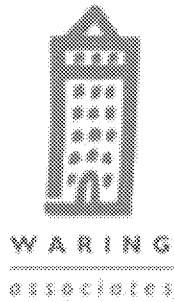
The enclosed minutes are the writer's understanding of what was discussed in the project meeting. Any corrections or clarifications should be brought to the writer's attention upon receipt and review by attendees.

Item#	Topic/Action Item	Resp. Party	Status
1.0 Project Management			
1.1	COI for 3 rd party construction management firm. Charlie to provide status. - Charlie has sent the requirements to Parsons	GSA	In Progress
1.2			
1.3			
2.0 Permitting			
2.1	Status of building permit 1) All disciplines approved except for Arch, Elec, Fire, Transportation and Zoning. a) Electrical and Transportation have been approved. Arch, fire, and zoning still under review. 2) Early start permit may not be feasible due to location of building within the	Waring McCool	In Progress



EPA OAC MEETING AGENDA

Item#	Topic/Action Item	Resp. Party	Status
	Landmark district 3) All city comments and design responses will be provided upon receipt of building permit. - Boots will try to get a demolition permit next week so the demolition can begin on the 3 rd Floor.		
2.2			
2.3			
3.0 Architectural/Engineering			
3.1	Arch 1) Revised 2 nd floor layout – what needs to be discussed? a) City of Denver is currently reviewing this plan revision	Waring	
3.2	MEP – N/A	Waring MDP	
3.3			
3.4			
3.5			
3.6			
4.0 Construction			
4.1	Contract 1) NTP received on 1/4/18 2) Ownership working on GC contract. Expected to be executed by 1/12.	Waring Boots	In Progress
4.2	Schedule / Phasing Plan 1) Current schedule is dated 11/28/17 2) More in-depth schedules will be provided for each individual phase. The phase 1 schedule will be provided once the GC contract is fully executed. - A detailed schedule will be distributed no later than next Thursday (1/18/18)	Waring Boots	On Going
4.3	IAQ 1) IAQ management plan provided to EPA 2) Response to RFI from GSA/EPA on 12/20 is as follows a) \$24,785 to add 1 round of sampling per floor during construction b) \$5,435 to add lab analysis of CO2 and Caprolactam - Status on this line item is needed ASAP. Mike S. will follow up. c) \$4,600 to add lab analysis of the 4-PCH (included in current TICS) d) GSA/EPA to advise on path forward 3) Charlie to provide status on what is needed. We need to do pre-testing so the due date on this is 1/12/18. 4) A “Brown Bag” town hall meeting is scheduled for next Wednesday (1/17/18) from 11am – 12pm for EPA Employees to discuss IAQ Procedures with the	GSA/EPA Boots	On Going



EPA OAC MEETING AGENDA

Item#	Topic/Action Item	Resp. Party	Status
	construction team.		
4.4	Submittals 1) Confirm Charlie will be the POC for all submittals. Confirmed 2) Confirm appropriate turnaround time for approval/response. Typically, 48hr.	GSA/EPA Boots	On Going
4.5			
5.0 Security			
5.1	Additional Security Bid 1) Jeff/Charlie to provide status on outstanding security questions per email on 1/9. Targeting 1/19 to receive additional bid but will likely run into the following week due to national vendor.	GSA	In Progress
5.2			
5.3			
6.0 Low Voltage			
6.1	N/A		
6.2			
6.3			
7.0 Furniture – Move Management			
7.1	Buehler to provide update on Phase 1 move - People are being moved from the 3 rd Floor - Records and Workstations will be moved Thursday and Friday	Buehler	In Progress
7.2	GSA to provide email approval for structural review costs - Once this is approved then the engineer can confirm the relocation of the pallets. Until then, the pallets will remain in their current location.	GSA	Outstanding
7.3			
8.0 Commissioning			
8.1	N/A		
8.2			
8.3			
9.0 New Business			
9.1	Contractor Parking and Building Access. Boots, Buehler, and Seth will meet with Grace on Friday (1/12) to discuss procedures moving forward with building access.		
9.2	Antenna – meeting on 1/17 with Landmark district.		